



GEORGIA SOUTHERN
UNIVERSITY

Formulation and Issuance of University Policies

Area:	Office of the President	Number:	
Applies to:	All campus units and departments	Issued:	10/22/2013
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		Reviewed:	
Policy Owner:	Office of Legal Affairs	Page(s):	5

I. Purpose

To ensure efficiency, compliance, and accountability, it is essential that University policies be thoroughly reviewed, maintained, and made available to the University community.

II. Policy Statement

Georgia Southern University has developed a formal process to develop, approve, issue, and maintain all University policies in a consistent format in a central electronic policy library. Individuals developing, maintaining and revising University policies must follow the requirements outlined herein in order for a policy or revision to become effective.

III. Definitions

Interim Policy: Provisional policy issued when a University policy is needed within a time period too short to complete the process described herein. An Interim Policy may be implemented immediately with the approval of the President and will remain in effect for no longer than six (6) months. The Interim Policy may remain effective for one additional six (6) month period with the approval of the President. Interim policies automatically expire when a permanent University Policy covering the same subject matter is implemented.

Routine Changes: Routine changes include only items that do not affect the substance of the policy, including but not limited to new contact names, position titles, and contact information.

Unit-Level Policy: Policies, procedures or practices of colleges, departments or operating units that do not meet all characteristics of a University Policy.

University Policy: Official University directive that:

1. Has broad application throughout the University and is intended to govern the actions of all employees, all faculty, all students, all contractors and/or all visitors;
2. Contains guidelines for activities and sets limits within which people are expected to operate;

3. Enhances the University's mission, reduces institutional risk, helps achieve compliance with applicable laws and regulations, and/or promotes operational efficiency;
4. Is sponsored by at least one Vice President or by the President; and
5. Has been reviewed by the President's Cabinet and approved by the President.

IV. Procedures

A. Proposing and Developing a Policy

1. Any individual or unit may identify the need for a policy and draft suggested language for the policy.
2. The drafting individual or unit must use the policy template provided by the Office of Legal Affairs and available on Digital Commons.
3. Drafted policies must be submitted to the Vice President for the area from which the proposed policy has emerged by one of his/her direct reports. If the unit or department does not report, directly or indirectly, to a Vice President, drafts must be submitted directly to the President. In the case of drafts being recommended by the Faculty Senate, drafts must be submitted directly to the President in accordance with Board of Regents Policy 3.2.4. Policies submitted for consideration should be accompanied by the "Policy Proposal Form" found in the ["Forms"](#) section of the Office of Legal Affairs website. The President or Vice President will determine which proposed policies are carried forward for further consideration.

B. Reviewing and Approving a Policy

1. If the President or Vice President determines that the policy should be considered for implementation, he or she will distribute the draft to the Office of Legal Affairs and to all members of the President's Cabinet for review. At this stage, changes may be suggested to enhance clarity, practicality, consistency and/or compliance. Suggested changes shall be remanded to the drafting individual or unit for approval before the policy is carried forward to the President's Cabinet. A given policy proposal may be brought forward by the combined efforts of the President and/or more than one Vice President.
2. Once the draft is in final form, the President or the appropriate Vice President, with assistance from others as deemed appropriate in his or her sole discretion, will present the policy for review by the President's Cabinet. The President's Cabinet shall make a recommendation to the President for approval or rejection of the policy.
3. Following the recommendation of the President's Cabinet, the President shall make a final decision approving or rejecting the policy. No policy shall become effective until approved by the President. In the event that a policy is rejected by the President, it shall be returned to the drafting individual or unit with an explanation of why the policy is being rejected.

4. Once the policy has been approved by the President, the Office of Internal Audit, Risk, and Compliance will note the date of approval in the policy heading, assign a policy number, upload the policy to the electronic repository, and issue an electronic announcement to the campus community.
5. The President or Vice President for the area from which a policy has emerged will be responsible for ensuring periodic review of each policy as appropriate. In the case of policies emanating from the Faculty Senate, the Faculty Senate shall be responsible for such periodic review. Changes may or may not be made to a policy upon review. Upon notification by the President, appropriate Vice President, or Faculty Senate that the policy has been reviewed with no changes identified as needed, the Office of Internal Audit, Risk, and Compliance will note the date of review in the policy heading. Electronic announcements to the campus community are not required for policy reviews. Updates or revisions to any policy being reviewed will follow the procedures detailed in subsections C and D below.

C. Updating a Policy

1. As needed, the office or unit responsible for a policy may request Routine Changes to a policy. Routine Changes may also be made upon review of the policy repository for updating. Routine Changes include only items that do not affect the substance of the policy, including but not limited to new contact names, position titles, and contact information.
2. Requests for Routine Changes should be directed to the Office of Internal Audit, Risk, and Compliance.
3. Routine Changes may be made upon request. These changes do not require the review of the President's Cabinet and are effective immediately upon their appearance in the official version of the policy within the repository. The Office of Internal Audit, Risk, and Compliance will note the date of the change in the policy heading. Electronic announcements to the campus community are not required for Routine Changes.

D. Revising a Policy

1. Proposals for revision to a policy's substance must be submitted to the President or appropriate Vice President and should be accompanied by the "[Policy Proposal Form](#)."
2. If the President or Vice President determines that the policy should be considered for revision, he or she will forward the proposed revision to the Office of Legal Affairs and to all members of the President's Cabinet for review. At this stage, changes may be suggested to enhance clarity, practicality, consistency and/or compliance. Suggested changes shall be remanded to the drafting individual or unit for approval before the policy is carried forward to the President's Cabinet. A given policy revision may be brought forward by the combined efforts of the President and/or more than one Vice President.

3. Once the proposed revision is in final draft form, the President or Vice President, with assistance from others as deemed appropriate in his or her sole discretion, will present the revision for review by the President's Cabinet. The President's Cabinet shall make a recommendation to the President for approval or rejection of the revision.
4. Following the recommendation of the President's Cabinet, the President shall make a final decision approving or rejecting the revision. No revision shall become effective until approved by the President. In the event that a revision is rejected by the President, it shall be returned to the drafting individual or unit with an explanation of why the revision is being rejected.
5. Once the revision has been approved, the Office of Internal Audit, Risk, and Compliance will note the date of revision in the policy heading, upload the policy to the electronic repository, and issue an electronic announcement to the campus community.

E. Communicating, Promulgating and Training

1. The Office of Internal Audit, Risk, and Compliance will issue an electronic announcement to the campus community containing information about interim, new or revised policies, which will constitute the promulgation of the policy or revision.
2. Additional communication or training on a policy will be provided by the unit listed as the "Policy Owner" in the policy heading.

F. Establishing an Interim Policy

1. In the event that a new policy or substantive revision to an existing policy is needed within a time period that will not allow for the full drafting and review process outlined herein, a drafting individual or unit may make a request for an Interim Policy to the President or appropriate Vice President. The proposed policy or revision shall enter the full drafting and review process simultaneously with the process for establishing an Interim Policy.
2. If a Vice President determines that an Interim Policy is needed, he or she must secure the written approval of the President to implement the policy. Written consent may be given electronically.
3. Once the Interim Policy has been approved by the President, the Office of Internal Audit, Risk, and Compliance will note the date of the President's approval in the policy heading, upload the policy to the electronic repository with a notation in the title that the policy is "Interim," and issue an electronic announcement to the campus community.
4. Interim Policies are in effect for an initial period of six (6) months. The Interim Policy may remain effective for one additional six (6) month period with the approval of the President.
5. Interim Policies will automatically expire upon the approval of a University Policy

covering the same subject matter by the process described herein.

G. Withdrawing a Policy

1. Any individual or unit may make a request to withdraw an existing policy or to consolidate one policy into another. Such a request should be made to the President or appropriate Vice President and must include an explanation of the reasoning behind the request.
2. If the President or Vice President agrees with the proposed withdrawal or consolidation, he or she will present the proposal to the President's Cabinet for review.
3. The President's Cabinet shall make a recommendation to the President for approval or rejection of the proposal.
4. Following the recommendation of the President's Cabinet, the President shall make a final decision approving or rejecting the withdrawal or consolidation. No change to any policy shall become effective until approved by the President. In the event that a proposal for withdrawal or consolidation is rejected by the President, it shall be returned to the drafting individual or unit with an explanation of why the proposal is being rejected.
5. The Office of Internal Audit, Risk, and Compliance will remove withdrawn policies from the electronic repository and will issue an electronic statement to the campus. The Policy Owner is responsible for any additional information or communication regarding the withdrawal or consolidation.

H. Compliance and Conflicts

1. The Policy Owner assists compliance through the establishment of normal business practices, some of which may be outlined within a policy, and which support implementation of the policy. Routine Human Resources procedures also assist with compliance. The Office of Internal Audit, Risk, and Compliance uses policies as a measurement tool in regular assessments of University operations. In addition, communication with and training of the campus community regarding current policy will facilitate compliance.
2. In the event of a conflict between a University Policy and a Unit-Level Policy, the University Policy will control.
3. No college, department or operating unit may adopt a policy, procedure or practice that is inconsistent with University Policy or any policy of the Board of Regents of the University System of Georgia.

I. Retention

Superseded and withdrawn versions of University Policies will be maintained in the electronic repository for ten (10) years from the date of revision or withdrawal.